

CITY OF TORRANCE ON-LINE APPLICATION



Note: Be sure to save your application often. You will be automatically logged out of your applicant account after 30 minutes and may also lose any information not saved.

Once you've reached the Career Opportunities page on the City of Torrance website, click on **Job Openings** (open to the public).

City of Torrance - Job Opportunities - Windows Internet Explorer

http://www.torranceca.gov/516.htm

File Edit View Favorites Tools Help

City of Torrance - Job Opportunities

Government : City Departments : Human Resources : Job Opportunities

HUMAN RESOURCES


- Career Opportunities
- Job Descriptions
- Career Ladders
- Salary Table
- Employee Benefits
- Retiree Resources
- Salary Resolutions
- Civil Service Commission
- Contact Information
- Job Application Login

Job Opportunities

- Job Openings (open to the public)
- Promotional Jobs (current employees)
- Recreation/Cultural Services Jobs
- Volunteer Opportunities
- Application Tips
- FAQ's

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RECRUITMENT AND SELECTION DIVISION



The Human Resources and Civil Service staff welcome you to the City of Torrance, one of the best kept secrets of Southern California. We are a full-service city of 21 square miles, with 14 departments to serve a residential population of 147,000. During a typical day, the city more than doubles in population as workers pour into our many local businesses such as George P. Johnson, Robinson Helicopter Co. and shopping malls like Del Amo Fashion Center. We are the headquarters city for a number of major corporations including the world renowned automotive companies of Honda and Toyota. Our balance of strong residential neighborhoods and vigorous commercial and industrial communities has historically provided the necessary financial support for City services.

The City offers excellent educational opportunities through the Torrance Unified School District, which is ranked above average as well as nearby El Camino Community College. Several campuses of the California State College system and great universities such as USC and UCLA are within commuting distance. Torrance has a variety of neighborhoods, each with its own unique character. The majority of our housing stock is owner occupied and the median home price of \$340,000 reflects the care with which our neighborhoods are maintained.

Along with 1.5 miles of beach front, Torrance offers a myriad of recreational, cultural and dining experiences. Strategically located seven miles south of the Los Angeles International Airport, Torrance has great freeway access to all of Los Angeles and Orange counties with such exciting Southern California recreational activities as Disneyland close at hand.

Melody Lawrence
Human Resources Manager
Recruitment and Selection

Laura Lohnes
Civil Service Manager

Scroll down the page to the Job Openings table click on the job title for information on the position and click **APPLY** next to the job title to begin the application process.

City of Torrance - Job Openings (open to the public) - Windows Internet Explorer

http://www.torranceca.gov/523.htm

File Edit View Favorites Tools Help

City of Torrance - Job Openings (open to the public)

announcement by clicking on the job title.

Interest Cards:
If a position you are interested in is not currently open, you may complete a job interest card. To access the interest card for a position, go to the job descriptions page and click on the job title. Information regarding the online interest card can be found at the top. Interest cards are valid for one year. If a position opens within the one year of submission, we will notify you by email.

Thank you for your interest in employment with the City of Torrance.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

Note: When using the City of Torrance online application system, please use the following browsers - Internet Explorer or Mozilla Firefox.

Position	Salary	Final Filing Date
Auxiliary Fire Fighter	Volunteer	August 31, 2012 at 5:30 p.m. (READ announcement for Contact information & application & selection process)
Apprentice Relief Bus Operator (Training Program)	\$11.39/hr during training/ \$13.46/hr after completion of training	Continuous (Supplemental Application required and is attached to job announcement. Please read job announcement for minimum requirements regarding this position.)
Police Officer Laterals APPLY	\$74,928/annually	Continuous (Must be a current Police Officer, please read job announcement regarding POST certificate)
Public Safety Dispatcher Laterals APPLY	\$3,956-\$5,566/month	Continuous (Must have dispatching experience with a California fire or police agency. Read job announcement for further information.)
Transit Operations Manager APPLY	\$8,157-\$12,282/month	Open until filled (Resume and Supplemental Questionnaire required)
Water Service Technician II APPLY	\$4,784-\$5,540/month	Continuous

SECTIONS OF THE ON-LINE APPLICATION

Please plan on spending about one hour to complete your application if you have all your information ready to enter. There are several sections of the on-line application:

- Personal Information
- Conviction Record
- Education
- Experience
- Resume (required for some jobs, refer to the job announcement)
- Certification
- Submit

BASIC FUNCTIONS WITHIN THE ON-LINE APPLICATION SCREENS

[Save](#) – This link saves the information that you have entered on the screen and keeps you on the current screen.

[Save and Next](#) – This link saves the information on the current screen and moves you to the next screen.

[Save and Previous](#) – This link saves the information on the current screen and then moves you back to the previous screen.

[Exit](#) – This link exits the on-line application.

[Help?](#) – This link provides you with a list of Frequently Asked Questions also known as FAQ's.

[My Account](#) – This link allows you to edit your contact information.

[Logout](#) – This link takes you out of the on-line application.

[Job Application Home](#) – This link takes you to your previous job applications and interest cards.

Step 1: Create an account

Fill out the form by entering your email address and creating a password.

Once you create an account, you will receive an email with a link to activate your account.

Once you activate your account, you may log back in and start the application process.

Step 1 - Account Creation

Email

Confirm Email

Password

Confirm Password

[Next](#)

[City of Torrance WebSite Policy Disclosure](#)

Step 2: Fill out the application

Once you log back into the website, you can start your application. Please read the information on this page. Applicants who are selected for employment will be subject to a medical examination and fingerprinting. You will also be required to show proof that you are lawfully authorized to work in the United States.

Job Application Home

[Help@](#)

Instructions: This application is part of your examination and should be carefully and completely filled in. Incomplete or illegible applications may be disqualified. A separate application is required for each position in the City. A resume may be included or required in some cases, but may not be substituted for a completed City application. All statements herein are subject to verification. Job announcements are available from the Human Resources Department. These contain important information which should be reviewed prior to filling an application.

Each applicant selected for employment will be medically examined at City expense and fingerprinted. Federal law requires that employers hire only United States citizens or aliens lawfully authorized to work in the United States. If hired, documentation of your legal right to work in the United States will be required before you begin employment.

[Continue](#)

Once you are done reading, click "[Continue](#)".

In the next section you will fill in your Personal Information.

The fields with a red asterisk (*) denote required information. If you do not fill these out, you will not be able to proceed to the next section of the application.

Personal Info - Windows Internet Explorer

https://jobs.torranceca.gov/Applicant/ApplyPersonalInfo.aspx#top

File Edit View Favorites Tools Help

Personal Info

Job Application Home jobsintern@torranceca.gov | My Account | Log Out

Personal Information Conviction Record Education Experience Resume Certification Submit

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Help

Personal Info - Water Service Technician III

1. *Last Name *First Name Middle

2. Position applied for

3. *Street Address *City *State *Zip

4. *Social Security No.

5. Phone Numbers (Include area codes)

*Phone number Alternate phone number

6. *E-Mail

7. *If hired, can you submit proof of your legal right to work in the United States? Federal law requires that employers hire only United States citizens or aliens lawfully authorized to work in the United States. If hired, documentation of your legal right to work in the United States will be required before you begin employment. ☒ Yes ☐ No

8. Have you ever worked for the City of Torrance? ☒ Yes ☐ No (Please add to Employment History)

If "Yes"

Position Dates From

Department Dates To

Name(if different)

9. Driver's License No State Expr. Date Class

10. *Have you ever been discharged or forced to resign a position because of misconduct or unsatisfactory service? ☐ Yes ☒ No

11. *Do you have any relative working for the City of Torrance? ☐ Yes ☒ No

If "yes", give Name Department Relationship

12. Please list any license, certificate or credential that is needed to qualify for the examination (please see job announcement):

Name of Cert, License, etc.

Licensing Board Name

Number (if applicable) Expiration Date

13. *Availability ☒ Full-time ☐ Temporary ☐ Part-time

Optional Info

Instructions: To further its commitment to Equal Employment Opportunity and excellent service, the City of Torrance request that applicants voluntarily provide the following information. Your cooperation is essential to our success. All information is confidential, and this section will be detached from your application packet prior to application review.

1. Gender ☐ Male ☐ Female

2. Race ☐ Asian/Pacific Islander ☐ Black ☐ Hispanic ☐ Native American ☐ White

Note: Race and gender information is for statistical reporting purposes only and is not used in hiring.

3. Veteran's Preference:
Veterans of the armed forces, who have received Honorable Discharges from active duty, shall receive an additional ten percent (10%) to their final score.

Are you requesting Veteran's Preference ☐ Yes ☐ No

Note: To establish eligibility for Veteran's Preference, applicants must attach a copy of their discharge from Service form (e.g. DD214) with a status

Fields 1, 3, 4, 5, 6 are required fields.

The job title will automatically be filled in for you.

Field 8 requires your dates of employment with the City of Torrance.

Enter the dates in this format, MM/DD/YYYY. December 18, 2008 is 12/18/2008

Fields 10, 11, 13 are required fields.

If you mark yes on question 3 in Optional Info, you must send a copy of discharge from the Service (e.g. DD214) to the Human Resources Department to receive credit.

4. Disability Status:
Applicants with disabilities who require special testing arrangements must submit a [Request for Reasonable Accommodation form](#) and submit it to the Human Resources Department PRIOR to the final application filing date. You may request this form from the Human Resources Department.

Do you require this form? ☐ Yes ☐ No

If Yes, please download the ADA Form, fill it out, sign it and return it to us using one of the methods listed below.

[Download ADA Form \(PDF\)](#) [Get Adobe PDF Reader](#)

Return to us

By Fax: (310) 618-2927
By Mail or walk-in:
3231 Torrance Blvd
Torrance, CA 90503

By Email: jobinfo@TorranceCA.Gov

5. How did you hear about this position?

☐ CareerBuilder
☐ City of Torrance Employee
☐ City of Torrance Interest Card
☐ City of Torrance Job Hotline
☐ City of Torrance Website
☐ Direct Mail (i.e. email)
☐ Internet Posting (name of website)
☐ Job Fair (where)
☐ Jobs Available
☐ Other Newspapers (name)
☐ Others
☐ Trade Association/Newsletters (name)

[Save](#) [Exit](#) [Save and Next](#)

Contact Us | FAQs | News | Events Calendar | Sitemap | Disclaimer | Home © Copyright 2012 City of Torrance

If you require special testing arrangements, answer yes to question 4.
You will need to complete and submit the Request for Reasonable Accommodation form.
You must have Adobe PDF Reader on your computer to open the form.
Click on Get Adobe PDF Reader if you don't have it on your computer.
Click on the Download ADA Form to print the form.
Complete the form and return it to the Human Resources Department.

Note: the Optional Info section is voluntary

In Field 5 of the Optional Info section, please let us know how you found out about the job.

Click "[Save and Next](#)" to proceed to the next screen.

In this section, answer yes or no regarding any previous conviction records. You will automatically be taken to the next section.

Conviction - Windows Internet Explorer

https://jobs.torranceca.gov/Applicant/ApplyConviction.aspx

File Edit View Favorites Tools Help

Conviction

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[Help](#)

Felony Conviction - Water Service Technician III

Have you ever been convicted of a criminal offense (misdemeanor or felony)?

A conviction records is not an automatic bar to employment. Factors such as the nature and gravity of the offense and the length of time since the conviction will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you have applied.

WARNING: New employees are fingerprinted and criminal records are checked. You may be disqualified or terminated from employment unless you fill out this form accurately and completely to the best of your knowledge.

(Do not include minor traffic infractions, convictions while a minor and/or convictions sealed by Court order)

☐ Yes ☒ No

In this section, fill out your Education and Training history. Once completed, click “[Save and Next](#)”

Education - Windows Internet Explorer

https://jobs.torranceca.gov/Applicant/ApplyEducation.aspx

File Edit View Favorites Tools Help

Education

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[Help](#)

Education and Training - Water Service Technician III

Choose the highest grade completed

☒ 12 ☐ 11 ☐ 10 ☐ 9 ☐ less than 8

High School

Name of high school Location Graduate? ☒ Yes ☐ No

List all the Colleges or Trade Schools attended

School	City And State	Major	Completed Semester Units	Completed Quarter Units	Degrees Earned
Insert <input type="text" value="College, Trade, ETC"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Skills, Membership in Professional or Technical Associations

[Save and Previous](#) [Save](#) [Exit](#) [Save and Next](#)

Next, fill out your Job History. If you have more than one position to enter, click on “[Click here to add another](#)”. Once completed, click on “[Save and Next](#)” to continue.

Experience - Windows Internet Explorer

https://jobs.torranceca.gov/Applicant/ApplyExperience.aspx

File Edit View Favorites Tools Help

Experience

New Job History Entry

Title	Maintenance Worker
From	01/07/2008
To	08/17/2012
Total Time	2 year(s) and 10 month(s)
Hours Each Week	40
Salary	\$16.65
Per	<input type="radio"/> Year <input type="radio"/> Month <input checked="" type="radio"/> Hour
Duties Performed	Remove trash and debris, maintain, replace, and repair City streets; operate equipment and tools; keep daily work log; respond to public questions.
Organization Name	City of Torrance
Business Type	Government
Address	3031 Torrance Blvd.
City	Torrance
State	CA
Zip	90503
Supervisor Name	Jim Doe
Supervisor Title	Public Works Supervisor
Supervisor Phone	310-618-1212
Reason for Leaving	Still Employed
Did you Supervise?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Reset

In this section, you can paste your resume (*Please note any formatting of your resume will be lost and will become strictly text*). If you wish to submit a formatted resume, please email to jobinfo@TorranceCA.Gov. Once completed, click on **[Save and Next](#)**.

Upload Resume - Windows Internet Explorer

https://jobs.torranceca.gov/Applicant/ApplyResume.aspx

File Edit View Favorites Tools Help

Upload Resume

Personal Information Conviction Record Education Experience **Resume** Certification Submit

font size: A | A | A

[Help](#)

Paste your resume - Water Service Technician III

[Save and Previous](#) [Save](#) [Exit](#) [Save and Next](#)

Some positions require supplemental questions and they must be completed in this section. **Note: If you need more than 30 minutes to complete the supplemental questions, we suggest you complete them in a Word document and cut and paste into the application.**

The screenshot shows the 'Job Application Home' page for Torrance, California. The navigation bar includes links for Personal Information, Conviction Record, Education, Experience, Resume, Supplemental Questions (which is highlighted), Certification, and Submit. The user is logged in as 'jobsintern@torranceca.gov'. The section is titled 'Position Questions - Transit Operations Manager'. It contains four numbered questions, each with a text area for the answer:

1. Describe your professional level experience in operations (include in your response your experience in managing operations with around the clock shifts). Explain your role, level of responsibility, number of employees supervised and budget size.
2. Describe your experience in monitoring and enforcing employee compliance with regulations, rules, policies, and procedures. Cite examples and explain how you handled the situation and describe the outcome.
3. Describe your experience in employee relations including performance management, discipline, and grievances in a unionized work environment. Cite examples and explain how you handled the situation and describe the outcome.
4. Describe your experience in project management. Provide examples of projects you were required to manage and the outcome. Indicate if your projects involved independent or team work.

In this section, read the statement and indicate if you agree that all the information you have entered is true. Click on **"Save and Next"** to proceed to the next screen.

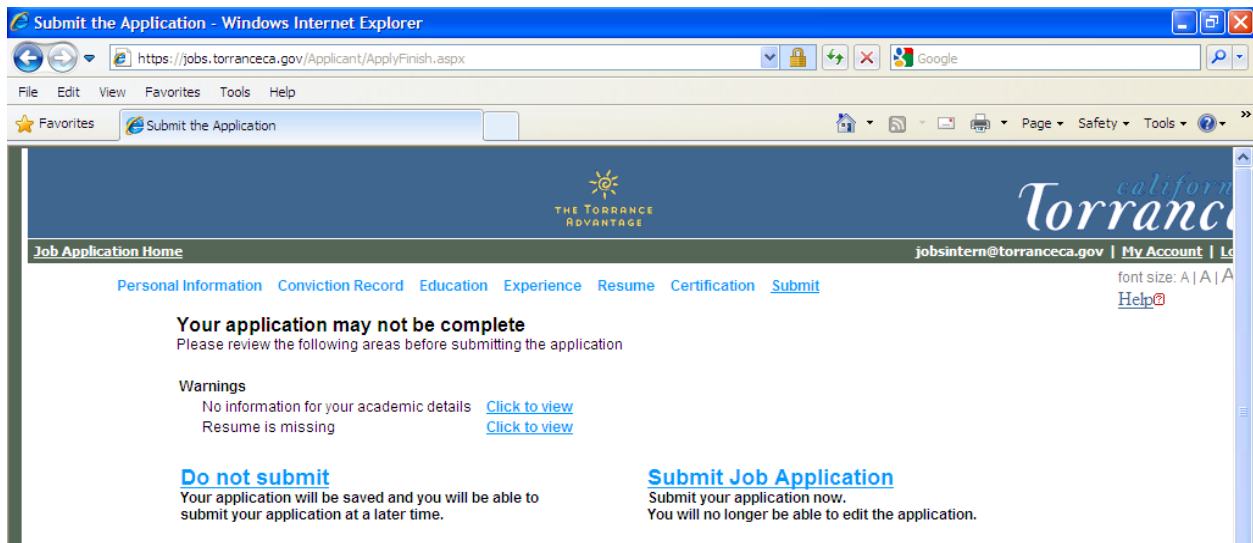
The screenshot shows the 'Certification' section of the job application. The navigation bar is the same as the previous page. The section is titled 'Certification - Water Service Technician III'. It contains a statement for the user to certify:

I hereby certify that all statements made in this application are true and complete, and that any misstatements of material facts may be subject to disqualification or dismissal. I further authorize investigation of all statements in this application form if I am considered for employment. Previous employers, personal references named, or any other persons to whom the City may refer, are authorized to give any and all information regarding my employment or scholastic history together with any other information, personal or otherwise, that may not be on their records.

Below the statement are two radio buttons: ☒ I Agree and ☐ I Do Not Agree.

At the bottom of the page, there are four links: [Save and Previous](#), [Save](#), [Exit](#), and [Save and Next](#).

If you think your application is ready to be submitted, click on “[Submit Job Application](#)”. If you would like to go back and review your information or change anything, click on “[Do not submit](#)”.

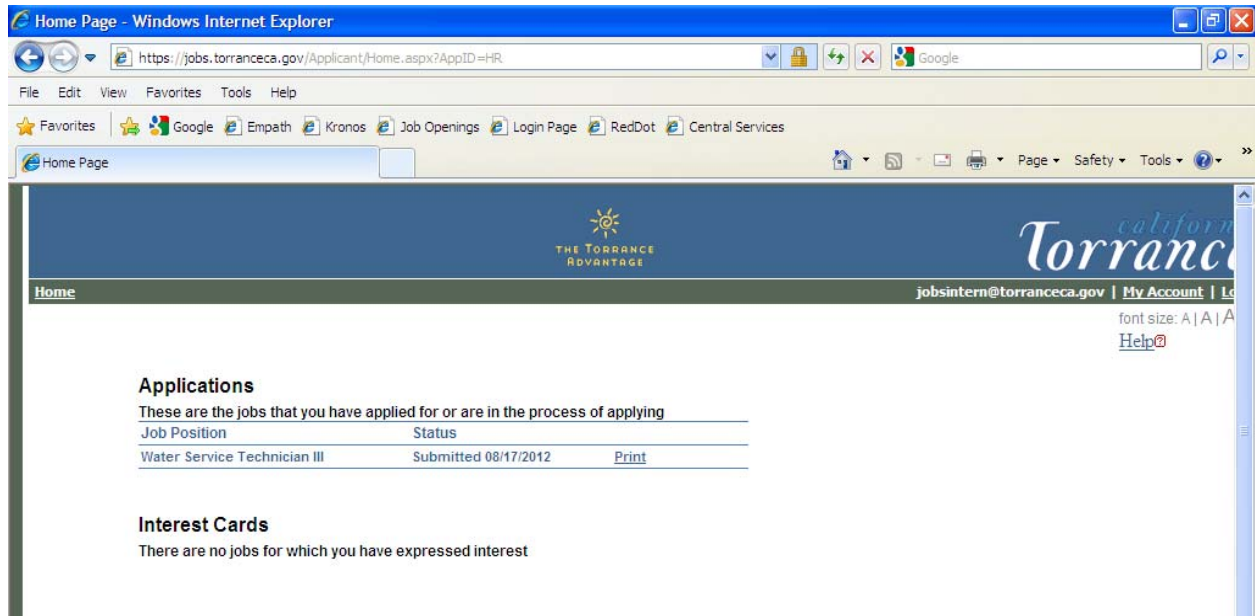


You may print a copy of your application for your records after submitting the application.

Once you complete the application, a survey will pop up. This survey is optional, but your feedback allows us to make sure the application process is as efficient as possible.

A screenshot of a web browser window titled "Human Resources Applicant Survey Survey - Windows Internet Explorer". The address bar shows "http://www.torranceca.gov/Survey/TakeSurvey.asp?SurveyID=5204o43J92KG". The page displays the survey results: "Your application is submitted successfully. Thank you for your application and interest in employment with the City of Torrance." It then asks for feedback on the website and application process, with radio button options for "Very Easy", "Somewhat Easy", "Difficult", "Yes", and "No". A text box is provided for additional comments.

The “[My Job Applications](#)” screen shows you a history of all of the jobs you have applied to using our system. You are able to print the application at this time and is your confirmation of application submission when you can no longer edit the application.



If you have any other questions regarding the City of Torrance online application that were not covered in this guide, please call our office at (310)618-2915 and we can assist you.